**REPORT SUBMITTAL GUIDANCE:  PROJECT INFORMATION & PLANNING REPORT**

1.  When is the Project Information & Planning (PIP) Report due?

    A.  The Project Information & Planning Report is due not later than 30 calendar days after the project start date.  The project start date may be found in Block 7 of the *Notice of Financial Assistance Award* (NFAA).

2.  What electronic format should I use to submit the report?

    A.  Reports must be submitted in Adobe Portable Document Format (PDF).  If you cannot meet this requirement, please notify your contract specialist and project manager via **psdrept@id.doe.gov** for additional instructions.  Awardees should expect to eventually acquire PDF capability in order to comply with reporting requirements, including a requirement for the final report to be submitted as a PDF document.

3.  What page set-up requirements do I need to meet?

    A.  The report must be sized so that it can be printed on standard 8-1/2" by 11" paper.  Margins on all four sides (including headers and footers) must not be smaller than one inch (1").  Font size must be Arial 11 point or equivalent.

4.  Where is the recommended format?

    A.  The recommended format begins on the next page.

**PROJECT INFORMATION & PLANNING REPORT**

**Project Title:**     Title

**Date of Report:**     Date (e.g., January 30, 2002)

**Recipient:**     Company/University Name
Address
Congressional District

**Award Number:**     DE-FC07-xxIDxxxxx

**Subcontractors:**     (if any)
Company/University Name/National Laboratory
Address
Point of Contract
Phone
Congressional District
Amount of budget to receive each year

**Other Partners:**     (if any)
Company/University Name (mention what kind of support, e.g., cash or in-kind; list amount for each)
Address
Point of Contract
Phone
Congressional District

**Contact(s):**     Principal Investigator name, telephone number, and email address
(List others that you wish to be identified)

**Project Team:**     DOE-HQ contact; Industry contact; project mentor; contract specialist; etc., if you know these

**Project Objective:**     (Paragraph)

**Background:**     Outline the reason for the project (one or two paragraphs).

**Plans for First Quarter:**     A few sentences about the plans for the first quarter and other plans according to the schedule for the project.

**Milestone Status Table:** This should be a complete list of project milestones and anticipated completion dates. The milestone identification number could correspond to the task numbers in your agreement to aid in tracking (example below).

| ID Number | Task / Milestone Description | Planned Completion | Comments |
|---|---|---|---|
| 1 | Molding Study | | |
| 1.1.1 | Molding Literature Review | 7/1/98 | |
| 1.1.2 | Receive Foundry Data | 9/30/98 | |
| 1.1.3 | Receive Vendor Data | 9/30/98 | |
| 1.1.4 | Visit Foundries | 9/30/98 | |
| 1.2.1 | Select Castings | 9/30/99 | |
| 1.2.2 | Produce Castings | 9/30/99 | |
| 1.2.3 | Measure Castings | 10/15/99 | |
| 1.2.4 | Analyze Data | 10/15/99 | |
| 1.3.1 | Design Tools | 7/31/99 | |
| 1.3.2 | Build Tools | 12/31/99 | |
| 1.3.3 | Produce Castings | 9/30/00 | |
| 1.3.4 | Measure Castings | 10/30/00 | |
| 1.3.5 | Analyze Data | 12/31/00 | |
| 1.4 | Final Report | 1/31/01 | |

**Approved Budget Data**:

| Phase / Budget Period | | | DOE Amount | Cost Share | Total |
|---|---|---|---|---|---|
| | From | To | | | |
| Year 1 | | | | | |
| Year 2 | | | | | |
| Year 3 | | | | | |
| Year 4 | | | | | |
| Year 5 | | | | | |
| | | Totals | | | |

**First Project Year Spending Plan:**

| Month | Estimated Spending |
|---|---|
| Should be completed for each month of the first year | |
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